



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO: **ALL NAVAJO NATION EMPLOYEES**

FROM: 
LaVonne Tsosie, Delegated Training Manager
Staff Development & Training Department
Navajo Division of Human Resources

DATE : 12 June 2017

SUBJECT: **TRAINING REQUEST FORMS**

This memorandum serves to notify all Navajo Nation employees, programs, and departments of the required documents that are needed for **all** Training Request Form (TRF) submitted to the Staff Development and Training Department for approval or disapproval. Please note that this is on interim basis until such time that internal procedures and guidelines are instituted on the subject matter. The following documents are required upon submitting your TRFs:

1. Original TRF form indicating all information required on this document
2. A copy of the approved Travel Authorization for which the TRF is based on
3. A signed Off Reservation Travel, if applicable
4. Training information i.e. agenda, registration, brochure, if available

If you have any questions, feel free to contact me at 928.871.6375.

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